



National Association of Distance Education and Open Learning in South Africa

CODE OF ETHICS

This code of ethics designed and adopted by the NADEOSA member council is not meant to exclude but rather to encourage membership by providing a guide to good practice and enabling members to become part of a positive culture of Distance Education in South Africa.

.....(full name of organisation),

as a member of the National Association of Distance Education and Open Learning in South Africa

- to conduct itself with integrity in all its dealings with the public, its competitors and fellow institutions,
- to contribute to the status, professionalism and advancement of distance education, and
- to work within the law and spirit of the South African constitution.

In particular, where directly or indirectly applicable, it undertakes the following:

STUDENT RECRUITMENT

- to maintain the highest ethical standard in its publicity by making no statement in any advertisement, prospectus or publicity literature, or by correspondence or orally, that is knowingly untrue or wilfully misleading;
- to take every reasonable care to ensure that learners are enrolled for courses that are suited to their individual needs and educational status or for tuition for examinations for which learners are eligible;
- to ensure that any information given about careers or the benefits of a prospective learner's studies is accurate to the best of its knowledge and is given in good faith and in the best interests of the person to whom it is tendered; and
- to ensure that potential learners are accurately informed of the status of its certification;

STUDENT CARE

- to make fair regulations governing its relationship with learners and to treat equitably those who, for good reason, are unable to comply with these regulations;
- to encourage learners to complete their courses of study and to do everything reasonably possible to enable the learners to derive full benefit from their courses; and
- to provide tutorial/learner support that enhances the learners' opportunities for success;

COURSE DESIGN AND DEVELOPMENT

- to ensure that the programmes and courses offered achieve valid teaching and learning goals in cost-effective ways that have a positive impact on society and meet the needs of clients and national priorities;
- to ensure that there is an identified process of development and evaluation of programmes and courses;
- to ensure that the content, teaching and learning approaches and assessment in the course materials support the aims and learning outcomes and that the materials make these outcomes accessible for those who enrol for the courses; and
- to carry out regular research to ensure that materials are valid, i.e relevant to the learners and to the environment in which they will be operating;

MANAGEMENT AND ADMINISTRATION

- to ensure that there is responsible and effective management of
 - communication,
 - information and
 - human and material resources;
- to ensure that efficient and effective administration systems support its activities and that it conducts its financial affairs in a responsible and honourable manner; and
- to ensure that the staff structure, as well as the experience, qualifications, responsibilities and job descriptions of staff, is appropriate for the education and training services it offers and that staff induction and development programmes equip staff to perform their roles more effectively;

ACCREDITATION

- to ensure that assessment, as an essential feature of the teaching and learning process, is properly managed and meets the requirements of accreditation bodies and employers; and
- to keep abreast with changes and developments in legislation and national requirements affecting the accreditation of courses to ensure that its graduates will have the benefit of formal courses that are nationally recognised and informal courses that have credibility with employers and the public.

Signed

Designation

Date